

Camp Fire Northwest Ohio
Job Description

Job Title: **Camp Counselor/Staff**
Reports to: **Camp Director**

Position Purpose:

Counselors/Staff are the primary caregivers for our day camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Additionally, Camp Glen Staff help prepare and serve meals and lead programming to user groups during the summer camping season: May to August.

Essential Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply youth development principles in working with campers through communication, relationship development, and respect for diversity, and empowerment of youth.
 - ♦ Assure campers are properly supervised and safe at all times.
 - ♦ Learn and implement Camp safety protocols.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ♦ Responsible for leading and assisting with the leading of activities.
 - ♦ Actively participate in all program areas as assigned.
 - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
 - ♦ Lead and/or assist in program areas such as waterfront, archery, adventure challenge, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ♦ Ensure that campers receive their medications as directed by health officer.
 - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health officer and/or resident camp director, or program specialist when appropriate.
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp Program Specialist.
4. Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Additional Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Contribute to the regular cleaning of camp facilities.
- ♦ Assist in the preparation/cleanup of meals, and the dining hall.

Relationships:

- The Cooks, Maintenance & Contract staff (mowers, guest facilitators, etc.) – these staff members have their specific work duties, and report to the Camp Director. If you need their assistance in planning and/or preparing a program, coordinate with the Camp Director.
- NW Ohio Camp Fire Staff (Office Manager, Program Specialist and CEO) operate out of the Camp Fire office in Findlay. Camp Glen staff may be used support the programming based in Findlay as well.

Equipment Used:

Counselors may be trained to use specific equipment related to programs. This equipment may include, but is not limited to canoes, water rescue, high ropes, archery, power tools, fire building, and kitchen equipment.

Work Sites:

- Camp Fire’s Camp Glen, located near Tiffin, Ohio
- Camp Fire Office & Program Center, located in Findlay, Ohio

Camp Groups:

- Day camp – youth
- Hospitality groups – adult & youth – examples: college sports groups, Christian youth groups

Qualifications: (*Minimum Education and Experience*)

- Must be 18 years of age or high school graduate.
- Must be able to obtain or become certified in First Aid/CPR.
- Must submit health history record and examination form prior to first day of work.
- Ability to interact positively with all age levels.

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Ability to relate to youth and adults in a positive manner.
- Demonstrate knowledge and skill in designated camp program areas.

Physical Aspects of the Job:

- Ability to work with groups, and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Possess strength and endurance required to maintain constant supervision of campers, which may include prolonged standing, bending, and walking.
- Coordination and ability to manipulate outdoor equipment and lift up to 50lbs.

We are seeking enthusiastic, flexible and empathetic staff who are willing to be part of a small, high functioning team that is dedicated to the mission of Camp Glen and the Camp Fire team. This summer job will challenge you to grow like no other and I am convinced that former camp staff have great problem solving skills and they make the best CEOs!

Salary and Benefits:

- Counselor Base salary is \$225 a week, plus certification pay: lifeguard skill training \$30 bonus, high ropes training \$20. Workman’s Comp, Room and Board during the employment agreement.

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